

REQUEST FOR PROGRESS PAYMENTS

Purchase Order 73- _____	Order Price ¹ \$ _____	<input type="checkbox"/> Progress Billing <input type="checkbox"/> Retention/Profit Request (See Reverse Side)
<input type="checkbox"/> Large Business <input type="checkbox"/> Small Business <input type="checkbox"/> Small Disadvantaged Business	Progress Payment Rate _____ % Retention Rate _____ %	Progress Payment Request No. _____ Invoice No. _____ Covers costs incurred through _____

1. Total Physical (\$) Completion Value	\$	
2. Actual Total Cost Incurred* (NO SELLER PROFIT IN THIS AMOUNT)	\$	
3. Lesser of Line Item 1 or 2		\$
4. Gross Billing to Date		\$
5. Gross Amount of this Request Including Retention (ITEM 3 MINUS ITEM 4)		\$
6. Retention Amount (ITEM 5 TIMES RETENTION RATE)		\$
7. Net Amount of this Request (ITEM 5 MINUS ITEM 6)		\$

A MILESTONE BREAKDOWN FOR ITEMS 1 AND 2 MUST BE PROVIDED ON THE ATTACHED PROGRESS PAYMENT WORKSHEET

* For small businesses the base for progress payments is total cost incurred. For all others, the base will be the total recorded paid costs together with the incurred costs per the Computation of Amounts paragraph of the progress payment clause in FAR 52.232-16. Total cost includes all expenses paid and incurred, including applicable manufacturing and production expense, general and administrative expense for performance of contract, which are reasonable, allocable to the contract, consistent with sound and generally accepted accounting principles and practices, and which are not otherwise excluded by the contract.

TOTAL ESTIMATED COST	
A. Total Actual Cost Incurred to Date (FROM ITEM 2 ABOVE)	\$
B. Estimated Additional Cost to Complete	\$
C. Total Estimated Cost through Completion (ITEM A PLUS ITEM B)	\$

Seller's estimate of costs to complete is intended to indicate a projected overrun/underrun condition when added to Item A and compared to the order price. Do not subtract Item A from the order price to calculate Item B.

I certify that this statement (with attachment(s)) has been prepared from the books and records of the above-named contractor in accordance with the contract and instructions hereon, and to the best of my knowledge and belief, that it is correct, that all costs of contract performance (except as herewith reported in writing) have been paid to the extent shown herein, or where not shown as paid have been paid or will be paid currently, by the contractor, when due, in the ordinary course of business, that the work reflected above has been performed, that the quantities herewith, or on previous progress payment request(s) against the property acquired or produced for, and allocated or properly chargeable to the contract which would affect or impair the Government's title, that there has been no materially adverse change in financial condition of the contractor since the submission of the most recent written information issued to the Government in connection with the contract, and that to the extent of any contract provision limiting progress payments pending first article approval, such provision has been complied with, and that after the making of the requested progress payment, the total progress payments requested will not exceed the maximum progress payments permitted by the contract.

Name and Title of Contractor Representative Signing this form	Signature/Date
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¹ Purchase order price associated with milestones only. Use target price for Incentive Type Contracts.

Request for Payment of Retention/Profit

This section is to be used only upon delivery or completion of Purchase Order requirements.

1. Purchase Order Price	\$
2. Gross Amount Invoiced to Date	\$
3. Total Remaining Balance <i>(ITEM 1 MINUS ITEM 2)</i>	\$
4. Amount of this Request	\$
5. Balance to be Requested <i>(ITEM 3 MINUS ITEM 4)</i>	\$
Basis for this Request:	

Name and Title of Contractor Representative Signing this form	Signature/Date
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PROGRESS PAYMENT WORKSHEET

This form shall be completed cumulatively for each progress payment invoice.

PURCHASE ORDER _____

SELLER _____

DESCRIPTION _____

PROGRESS PAYMENT REQUEST NO. _____

	A	x	B	=	C	D
MILESTONE DESCRIPTION	MILESTONE DOLLARS		PHYSICAL % COMPLETE		PHYSICAL (\$) COMPLETION	ACTUAL COST INCURRED (1)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
TOTALS					\$ (2)	\$ (3)

(1) **NO SELLER PROFIT** is to be included in Actual Cost Incurred (D)

(2) Record also on Line Item 1 of Form 76137

(3) Record also on Line Item 2 of Form 76137